



# Featherstone Town Council

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*Regenerating Supporting & Caring for our Community*

6<sup>th</sup> January 2016

Dear Councillor

## **ADMINISTRATION & FINANCE COMMITTEE**

You are summoned to a MEETING of the ADMINISTRATION & FINANCE COMMITTEE of FEATHERSTONE TOWN COUNCIL to be held in the COUNCIL CHAMBER, OLD TOWN HALL, FEATHERSTONE on THURSDAY 14<sup>th</sup> JANUARY AT 11AM

*Sue Coles*  
TOWN CLERK

### **AGENDA**

#### **1. WELCOME AND APOLOGIES**

#### **2. MEMBERS DECLARATIONS OF INTEREST**

#### **3. PUBLIC PARTICIPATION**

The meeting is to be opened for the public to address Members on matters relevant to the business of the committee. However residents cannot take part in the main proceedings of the meeting, this is strictly limited to Councillors.

#### **4. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To consider, if thought fit, a resolution under the terms of the public bodies admission to meetings act that the press and public be excluded from any items relating to Staff Matters plus at any part of the meeting by reason of the confidential nature of the business being transacted.

#### **5. MINUTES OF PREVIOUS MEETINGS**

- a) To receive the Minutes of the Administration & Finance Committee meeting held on the 9<sup>th</sup> December 2015, Minute numbers 263/15 to 276/15.
- b) To receive the Minutes of the PASG Project Management Group meeting held on 4<sup>th</sup> December 2015, Minute numbers 292/15 to 294/15.

#### **6. ANNUAL TOWN MEETING**

Suggested dates are: Wednesday March 2<sup>nd</sup> or 16<sup>th</sup>; April 6<sup>th</sup>, 20<sup>th</sup> or 27<sup>th</sup>. The meeting will be formally advertised in the press. It is suggested that the PASG Management Group uses this for consultation, marketing and promotion purposes.

***Town Clerk Ms Sue Coles MILCM***



## **7. MILLPOND MEADOWS COMMEMORATIVE PROJECT**

- a. It is suggested that the Council adopts a formal constitution of the PASG Project Management Group (please see attached) which sets out the powers and management of the group and that this be a **RECOMMENDATION TO COUNCIL**.
- b. An update will be given on the progress of the Arts Council bid for grant funding.
- c. Beam documents for signature and **RECOMMENDATION TO COUNCIL**.

## **8. BANK RECONCILIATION**

Bank reconciliation with invoices and cheque book will be available at the meeting for Members to view.

## **9. FINANCE REPORTS**

- a. List of Accounts totalling £3,649.51 as attached for payment
  - b. List of income will be given at the meeting.
- (Plus any other invoices which have been received prior to the meeting).  
**RECOMMENDATION:** Members to approve payments list and note income.

## **10. BUDGET COMPARISON 2015/16**

The budget comparison report for January is attached to the agenda.

## **11. WEBSITE, FACEBOOK AND NEWSLETTER**

Any updates on the website, facebook and the newsletter will be given to the meeting.

## **12. DEMENTIA ACTION ALLIANCE**

The Council agreed to support the DAA who have now offered training to members on Thursday 28<sup>th</sup> Jan at 12.00 noon or Thursday 25<sup>th</sup> February at 12.00noon.

## **13. OFFICIAL PHOTOGRAPHS OF HM THE QUEEN and HRM THE DUKE OF EDINBURGH**

Members are asked to consider the purchase of the official photographs.

## **PRIVATE & CONFIDENTIAL**

## **14. DEPUTY TOWN CLERK**

With **RECOMMENDATION TO COUNCIL**.

## **15. STAFF MATTERS**

A report will be made to the meeting if any matters have arisen for Members attention.  
*i.e. Holidays, Sickness.*

*Closure*